



EVENT APPLICATION & MEMORANDUM OF UNDERSTANDING



APPLICATION

Event Title: _____

Date/Day & Time: _____
Date(s) Day(s) of Week Event Time

Room Location: _____ Sponsored By: _____
(Global Harmony GA Presents Local Eyes etc.)

Event Owner: _____ Phone: _____
(Owner-The person responsible for guiding this event through to completion)
Email: _____

Brief Description: _____

Memorandum of Understanding between Gualala Arts and Event Owner to define roles and expectations is required for all events and must be turned in with Application. **Please complete Page 2.**

Is a Contract Required? (Contract is required between Gualala Arts and an outside Party when payment is involved for services. **(If payment is required please complete contact information below)**) Yes No

Name and/or DBA: _____

Mailing Address: _____

Phone# _____ Cell#: _____ Fax# _____

E-mail: _____ Website: _____

Special Conditions to be included in contract/MOU (i.e.: access to venue prior to event, etc.)
Please note in Additional Comments on reverse

Payment Negotiated: _____ Contract Rider Required: Yes No

Adult Ticket/Entry Price: _____ \$ +5 Youth Ticket/Entry Price: _____
In Advance Day Of In Advance Day Of

BPT Needed: Yes No Reservations Needed: Yes No Cash Box(s) Needed: _____
Entry/Point of Sale

Program Needs: _____

Food Requirements: _____

Liquor & Drink Requirements: _____

Equipment & Set Up Needs: _____

Initial Publicity Requirements: To be included at the time of Application submission: Please include
(1) a description of the event, (2) any images relevant to the event should be provided with a minimum of two images but preferably five (3) Images should be 1500 x 2100 pixels (5x7 300 dpi) and can be on a disk or sent through e-mail. (4), a brief performer biography. All publicity information should be provided to the Publicity Coordinator at PR@gualalaarts.org.

Application Submitted By : _____ Date: _____
Signature

_____ Tel # _____
Print Name

Approved: _____ Date: _____
David Susalla, Executive Director - Gualala Arts



EVENT APPLICATION & MEMORANDUM OF UNDERSTANDING



EVENT OWNER MEMORANDUM OF UNDERSTANDING (MOU)

Event Title: _____

Date/Day & Time: _____
Date(s) Day(s) of Week Event Time

I understand that as an Event Owner for a performance at Gualala Arts I have the responsibility of initiating and guiding all aspects of this event through to completion. To that end I acknowledge the following:

- 1) I understand it is my responsibility for providing the required publicity information at time of application and contract execution. _____
initials
- 2) I understand it is my responsibility to serve as liaison for Contract negotiations if needed. _____
initials
- 3) I understand it is my responsibility to work along with staff to ensure Volunteers are in place for identified tasks. _____
initials
- 4) I understand it is my responsibility to be the on-going interface with Artists/participants involved in event. _____
initials
- 5) I understand it is my responsibility to provide specific information, requirements, and decisions regarding this event when needed. _____
initials
- 6) I understand that as Event Owner I will be the key contact for staff inquiries regarding this event from planning process through the performance. _____
initials

Signature Date: _____

Print Name

Acknowledged: _____ Date: _____
David Susalla, Executive Director - Gualala Arts

ADDITIONAL NOTES: